

**JOB DESCRIPTION**  
**MURFREESBORO PARKS AND RECREATION DEPARTMENT**  
**PART-TIME SWIMMING INSTRUCTOR**

**1. JOB TITLE: SWIMMING INSTRUCTOR**

**2. DEFINITION:** The part-time Swimming Instructor will conduct an instructional aquatic program aimed at increased safety and swimming skills as prescribed by the American Red Cross. The Swimming Instructor is responsible to the Assistant Aquatic Coordinator and/or Aquatic Coordinator. All employees are responsible to the City Manager. Instructions to the employee are generally specific; however, there are times the employee must consider different courses of action to complete tasks. The Instructor may be called upon to perform strenuous water rescues and give CPR or first aid. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT/JOB LOCATION:**

- a. The employee operates lifesaving equipment such as rescue hooks, rescue tubes, ring buoys, spine boards, c-collars, etc.
- b. Swimming Instructors work indoors and outdoors in a smoke free environment but may be exposed to inclement weather. The employee may be exposed to chemicals used in the sanitizing of the swimming pool facilities and may also be exposed to bodily fluids while performing rescues.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Conducts an effective swimming program as prescribed by the American Red Cross and the Murfreesboro parks and Recreation Department including swimming, planning, implementing and evaluating with the ability to demonstrate proper swimming techniques.
- b. Prepares and maintains required record and reports.
- c. Schedules "make-up" classes when necessary in the event of inclement weather.
- d. Assumes assigned duties connected with the maintenance of the pool.
- e. Observes and enforces all rules and regulations of the facility pertaining to both staff and patrons.
- f. Identifies and assists patrons having difficulty.
- g. Properly uses, maintains and stores all equipment and supplies associated with swimming instruction.
- h. Responsible for handling questions and concerns from patrons.

**5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Performs other duties and special projects as assigned.

## **6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 17 years of age; applicants age 18 or over are preferred.
- b. Must pass pre-employment drug and alcohol screen.
- c. Must have legal authorization to work in the United States.
- d. Must possess a current (must not be expired) American Red Cross Water Safety Instructor (WSI) Certificate.
- e. Must possess a current (must not be expired) American Red Cross Adult CPR certificate.
- f. Must possess a current (must not be expired) American Red Cross First Aid Basics certificate.
- g. Knowledge of and the ability to perform American Red Cross swimming strokes and skills as required by the Water Safety Instructor course.
- h. Ability to teach swimming strokes and skills to participants of all ages.
- i. Ability to perform strenuous water rescues.
- j. Must possess first aid and CPR skills.
- k. Ability to follow oral and written directions.
- l. Knowledge of proper rescue techniques and proper use of rescue equipment.
- m. Ability to work flexible hours with evening, weekend and holiday work required.
- n. Ability to appear on time for work and notify the appropriate individual in advance if unable to work.
- o. Ability to establish and maintain an effective working relationship with other employees and the public.
- p. Ability to perform the duties of the job for the scheduled workday.
- q. Ability to perform a variety of tasks simultaneously or in rapid succession.
- r. Ability to concentrate and accomplish tasks despite interruptions.
- s. Ability to work with minimal daily supervision.
- t. Ability to stay in the water for five hours per day.

Non-Exempt  
Safety Sensitive  
2/28/02